**Document Review**

**PURPOSE:**

To find out what a child knows to do; what would you say to this child in a conference? What instruction is needed?

**PROCEDURE**:

1. Read the text aloud and display it on overhead/computer screen.
2. Participants give first positive impressions: What stands out about this text? What can we praise?
3. Chairperson/teacher restates or summarizes positive impressions.
4. Participants comment on work: fluency, content, focus correction areas (teacher may add or delete or further focus discussion and comments).
5. Chairperson/teacher comments on above issues, patters, themes generated so far.
6. Group discusses instructional goals for this student and chairperson/teacher concludes.
7. Student writer comments on process and results. What went well? What needs to be done?